DD/A 76-0823

DD/S&T-908-76

20 February 1976

MEMORANDUM FOR: Associate Deputy Director for Administration
Associate Deputy Director for Intelligence
Associate Deputy Director for Operations

SUBJECT: Coordination of RD&E Program

1. As you know, we have been in the process of establishing mechanisms aimed at improving Agency R&D coordination procedures in response to the Director's memo, "Financial Guidance for 1976, the Transition Quarter, and 1977," dated 14 August 1975.

2. Details have been discussed with appropriate members of your Directorate, but in summary, we propose that the coordination be accomplished for the upcoming FY-1978 Program submission and review as described below and on the schedule shown on the attached chart. Faced with the need to prepare the FY-77 program and the FY-78 budget, the development of an actual plan which could be discussed with our more critical customers and actually implemented on a trial basis seemed the best approach to the problem of developing new procedures to ensure the participation of all directorates in formulating the R&D program. The sequence of events would run about as follows:

a. Program Review

(1) January -- The details of our proposed RD&E effort for the budget and program year will be discussed with personnel of your Directorate. Data generally will be in the form of draft R&D Notebook sheets. (You have been provided with FY-76 Notebook material covering R&D activities related to your individual directorates for illustrative purposes.) This will be supplemented with working group meetings and in some cases exchange of memoranda as well. Hopefully, your requirements and any proposed solutions you may have will be discussed at these working level exchanges.

(2) February -- The informal exchanges continue and an RD&E program is jointly generated and prioritized for each Directorate.

(3) March -- Each S&T Office will submit a proposed program to me reflecting priorities based on the above exchange of information. The programs to be reviewed cover FY-77 and FY-78.

(4) April -- Your comments will be solicited and the proposed programs will be adjusted within this Directorate to conform with the latest fiscal guidelines and budget restraints.

(5) July -- We will apprise you of the results of the DCI/Comptroller review of program submission as they relate to your Directorate plus any other pertinent reprogramming actions.

b. Budget Review

(1) December -- We will provide you with the results of OMB budget review plus any pertinent reprogramming.

(2) September -- This same information would be provided after Congress has taken action on the Agency's budget.

c. Current Year

(1) October through September -- We will inform and consult with you as any significant reprogramming within the operating program occurs.

3. Concurrent with the above procedure, I look forward to receiving statements, early in the calendar year, about new capabilities that you would consider most worthwhile having three to five years from now. The statements may concern a specific desired capability; an area where additional research and development would appear to be productive; or trends in certain areas that you foresee as potential problems. In order that we focus on the most critical objectives, I suggest you limit your statements to those of high priority.

4. To facilitate this process, detailed descriptions of the RD&E Program will be utilized similar to the notebooks you now have on the 1978 program.

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5. I suggest that we meet fairly soon to discuss this approach and make any modifications which you think are required.

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SAYRE STEVENS
Associate Deputy Director
for
Science and Technology

Attachment:
  As Stated

cc: Comptroller
    Chief, R&D Planning Staff

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SCHEDULE

FOR

RD&E PROGRAM COORDINATION

J , F , M , A , M , J , J , A

Memos/Working Groups   ————————

RD&E Office (OD&E, OEL,
 ORD, OTS) Proposed Program   ————

S&T Review   ————————

Customer Directorate Comments   ————

RD&E Program Submission to O/Comptroller   —

Notification to Customer Directorates   ————

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Coordination of RD&E Program				

FROM:	EXTENSION	NO. DD/S&T-908-76
		DATE 20 February 1976

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. A/DD/A				Your Action
2. ██████████	25X1A			
3. ██████				
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